

1.31/15:
01

Handbook IM-201

INTERNATIONAL PRIORITY AIRMAIL GUIDELINES

WITHDRAWN
University of
Illinois Library
at Urbana-Champaign

INTERNATIONAL 

PRIORITY AIRMAIL™

UNIVERSITY OF
ILLINOIS LIBRARY
AT URBANA-CHAMPAIGN
STACKS

U.S. Postal Service
Washington, D.C.

DEPOSITORY

International Priority Airmail Guidelines
Handbook IM-201

MAR 29 1988

Transmittal Letter 1
March 1, 1988

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

A. Material Transmitted

This transmits Transmittal Letter 1 of Handbook IM-201.

B. Explanation

The International Priority Airmail Guidelines have been developed to provide field personnel with a reference to the regulations and procedures governing International Priority Airmail service. Included in this handbook is information relating to marketing, distribution and make-up, operations, and mail acceptance and verification.

C. Distribution

1. Initial. Distributed directly to Headquarters, regions, divisions, management sectional centers, and supply centers.
2. Additional Copies. This document will be stocked in limited quantity in the Eastern and Western Area Supply Centers.

D. Comments and Questions

1. Content. Address any comments (including copy corrections) or questions regarding the content of this document to:

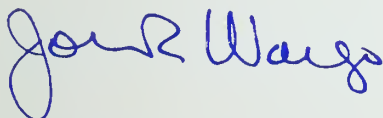
Market Development Division
U.S. Postal Service Headquarters
Washington, D.C. 20260-6339

2. Clarity. Send any suggestions regarding this documents organization and language to:

Document Control Division
U.S. Postal Service Headquarters
Washington, D.C. 20260-1571

E. Effective Date

This material is effective upon receipt.



John R. Wargo
Assistant Postmaster General
Marketing Department

TABLE OF CONTENTS



CHAPTER ONE — Introduction

	Page
110 General	4
111 Who Should Use It	4
112 Minimum Quantity	4
113 Dispatch	4
114 Availability of Service	4
120 What May be Mailed	4
121 Admissible Items	4
121.1 Letters and Cards	4
121.2 Other Articles (AO)	4
122 Prohibited Items	4
123 Conditions of Mailing	4
130 Postage Payment Methods	4
131 Method of Payment	4
132 Identification Number	4
132.1 General	
132.2 Assignment of Customer Identification Number	4
133 Postage Meters/Stamps	4
134 Form 3652	4
135 Drop Shipment of Metered Mail	4
136 Permit Imprints	6
137 Penalty Mail Permit Imprint	6
138 Advance Deposit Account	6
140 User Information	6
150 Account Representative Responsibilities	6
151 Establishing Collection Times	6
152 Providing Dispatch Information	6
153 Providing Equipment	6
154 Post Offices Not On Network	6
155 Selling Strategy	6
155.1 General	6
155.2 Known Customers	6
155.3 Key Industries	6
155.4 Features and Benefits	7

CHAPTER TWO — Distribution and Make-Up Requirements

	Page
210 General	8
220 Sortation	8
221 Required Sortation	8
222 Optional Sortation	8
230 Packaging	8
240 Facing of Pieces Within Package	8
250 Package Labels	8
251 General	8
252 All Countries Except Great Britain, Federal Republic of Germany, and Mexico	8
253 Residue	8
254 Great Britain, Federal Republic of Germany, and Mexico	8
255 Federal Republic of Germany	8
256 Mexico	15
260 Markings	15
261 Airmail	15
262 Printed Matter	15
262.1 Over Four Pounds	15
262.2 Under Four Pounds	15
263 Postage Paid by Postage Meter or Postage Stamps	15
270 Sacking Requirements	15
271 Type of Equipment	15
271.1 Country Sacks (10 pounds or more)	15
271.2 Residue Sacks	15
272 Labeling	15
272.1 All Sacks (both country and residue)	15
272.2 Direct Country Sacks	15
272.3 Residue	15

CHAPTER THREE — Operations Guidelines

	Page
310 General	18
320 Critical Acceptance Times	18
321 Objectives	18
322 Dispatch Profile	18
322.1 Exchange Offices	18
322.2 Nonexchange Offices	18
323 Coordination	18
330 Collection	18
340 Acceptance Unit	18
341 Main Acceptance Unit	18
342 Satellite Acceptance Unit	18
343 Deposit of Mail	18
350 In-Plant Procedures	18
351 Acceptance Offices Without Exchange Offices ...	18
352 Acceptance Offices With an Exchange Office	19
352.1 Residue	19
352.2 Dispatch	19
352.3 AV-7 Delivery Bills	19
352.4 Standard Operating Plan	19
360 Transportation and Routing	19
361 General	19
362 Flight Selection	19
363 Routing Direct Sacks	19
364 Dispatch by a Nonexchange Office	19
365 IA Dispatch Report	19
366 ACT Tags	19
367 Equipment	19

CHAPTER FOUR — Mail Acceptance and Verification Procedures

	Page
410 General	20
420 Acceptance Unit Responsibilities	20
421 Contents and Makeup Verification	20
422 Corrective Action	20
423 Customer Notification	20
430 Postage Verification	20
440 Postage Calculation	20
450 Postage Discrepancy	20
451 Postage Error on Permit Imprint Mail	20
452 Postage Error on Postage Metered or Postage Stamp Mail	20
460 Form 3607	22
470 Disposition of Form 3652	22



110 General

111 Who Should Use It

International Priority Airmail is intended for high-volume mailers who sort their mail by country of destination. This service is available for all categories of international mail with the exception of parcel post items. The service is available to any country in the world, *except Canada*, which is excluded because of constraints under bilateral postal arrangements. Additionally, Mexico requires significant additional preparation. Customers wishing to use the service to Mexico should coordinate on a case-by-case basis with their local mail processing coordinator.

112 Minimum Quantity

There is a minimum quantity per mailing of 200 pieces or 10 pounds. The minimum applies to the entire mailing and not to each country of destination.

113 Dispatch

International Priority Airmail is dispatched on the same day of acceptance or, at the very latest, on the next day. The program is designed to provide service that is at least twenty-four hours faster than regular air-mail service.

114 Availability of Service

The service is available to all mailers regardless of location. However, no-charge collection service is only available in locally established service areas (*see Exhibit 114*). Customers located outside of these cities must bring their mail to the airport mail facility (AMF) or other designated office.

120 What May be Mailed

121 Admissible Items

121.1 Letter and Cards (LC).

The following items are admissible under this category:

- a) Letter and letter packages (including those which contain merchandise)
- b) Post Cards
- c) Acrogrammes

121.2 Other Articles (AO).

The following items are admissible under this category:

- a) Printed matter (including advertising material, catalogs, and directories), books and sheet music, and second-class publications
- b) Matter for the Blind
- c) Small Packets

122 Prohibited Items

The following items are not admissible as International Priority Airmail:

- a) Merchandise or printed matter items mailed as parcel post packages.
- b) Contents which are prohibited in the international mails or are prohibited by a particular country.

123 Conditions of Mailing

The conditions of mailing that are applicable to LC and AO items respectively (i.e., weight and size limits, endorsing and sealing requirements, packing and packaging specifications, customs forms requirements, etc.) are also applicable to International Priority Airmail.

130 Postage Payment Methods

131 Method of Payment

International Priority Airmail items may be paid for by means of a postage meter, postage stamps, penalty mail permit imprint or advance deposit account.

132 Identification Number

132.1 General

All customers must have an identification number for this service, and must indicate it on the mailing statement. Mailers other than federal agencies, who have an existing permit imprint, must use that permit number regardless of the method of payment. Mailers who do not have a permit imprint, will be assigned a sequential customer identification number by the post office where the mail is entered. No fee is charged for assignment of the number. Federal agencies must use their three-digit Federal Agency Code number and subcode number, if any.

132.2 Assignment of Customer Identification Number

The manager of Mail Classification or manager, Mailing Requirements should assign the customer identification number. The number consists of the five-digit ZIP Code for the post office where the customer identification number is issued, followed by a six-digit number or a six character code consisting of the three letters "IPA" plus a three-digit number (i.e., IPA001, IPA002). A record of all assigned International Priority Airmail customer identification numbers must be retained at the permit unit.

133 Postage Meters/Stamps

Mail which is paid by postage meter or postage stamps must be endorsed "U.S. International Airmail Postage Paid" on each piece on the address side of the mail, in the upper right corner. The required postage payment endorsement may be applied by using one of the methods specified in Section 145.3 of the DMM or it may be applied by running the mail through a meter machine that has been equipped with a special "slug" furnished by the meter manufacturer. The endorsement will then appear in the "ad plate" field in combination with a meter impression showing a "zero" postage amount.

134 Form 3652

The mailer or mailing agent must place the postage stamps or meter strips in the designated block on Copy 1 of PS Form 3652. If there is insufficient space in the block to accommodate all of the required postage, the remainder must be placed on an additional sheet of paper, and attached to the top copy of the mailing statement. The sender's name and address, permit or identification or federal agency code number, and the date of mailing must be indicated at the top of the sheet.

135 Drop Shipment of Metered Mail

Customers paying by postage meter who wish to enter IPA at a post office other than where the meter is licensed, must obtain a drop shipment authorization. To obtain such an authorization, the mailer must submit a written request to the postmaster at the office where the mailing will be entered.

NORTHEAST REGION

Boston	020-022
Buffalo	140-143
Hartford	060-061
New York	
New York City Division	100-102, 104
Brooklyn Division	103, 111, 112
Queens Division	110, 113, 114, 116
Newark Division	070-073
New Brunswick	088-089

EASTERN REGION

Baltimore	210-212
Cincinnati	450-452
Cleveland	440-441
Columbus*	430-433
Harrisburg*	170-172
Louisville*	400-402
Philadelphia	190-191
Pittsburgh	150-152
Washington, DC	
Washington MSC	200, 202-205
Prince Georges MSC	206-209
Northern VA	220-223

CENTRAL REGION

Chicago	
Chicago MSC	606
N. Suburban	600-603
S. Suburban	604-605
Denver	802
Detroit	
Detroit Division	480-483
Indianapolis	462
Kansas City	641
Milwaukee	
Minneapolis-St. Paul	
Minneapolis	554
St. Paul	551
St. Louis	631

SOUTHERN REGION

Atlanta	300-303
Dallas-Ft. Worth	
Dallas	752-753
Ft. Worth	760-761
Houston	770-772
Miami	330-333
New Orleans	701
Oklahoma City*	731
Orlando	327-328
San Antonio*	782
Tampa*	335-337

WESTERN REGION

Los Angeles	
Los Angeles MSC	900-901
Inglewood MSC	902-905
Long Beach MSC	906-908
Pasadena MSC	910-912
Van Nuys	913-916
Alhambra MSC	917-918
San Bernadino	923-925
Santa Ana MSC	926-928
Santa Barbara MSC	930-931, 934
Phoenix*	850-853
Portland	970-972
San Diego	920-921
San Francisco	
San Francisco	940-944
Oakland MSC	945-948
San Jose	950-951
Sacramento	956-958
Seattle	
Seattle	980-981
Tacoma	983-984

*New markets

136 Permit Imprints

Permit imprints for International Priority Airmail items must be prepared in one of the formats shown in Exhibit 152.3 of the IMM. Permit imprints which denote "Pre-sort Rate," "Bulk Rate," or "Nonprofit Organization," may not be used for international mailing purposes.

137 Penalty Mail Permit Imprint

When payment is made under the penalty permit imprint indicia, the agency must furnish their Federal Agency Code and sub-code number in the designated block under Part A on the mailing statement, Form 3652.

138 Advance Deposit Account

When payment is by advance deposit account, the mailer must ensure that there are sufficient funds available in order to enter International Priority Airmail under a permit imprint. A permit may be obtained by completing a Form 3601, *Application to Mail Without Affixing Postage Stamps*, and submitting a one-time fee of \$50 to the post office where the mail will be entered.

140 User Information

Questions concerning this service should be handled by the following areas:

- a) Operations—contact the International Civil and Military Mail Coordinator at regional TMS.

Northeast Region

New York TMS

Comm. (212) 330-2299

PEN 330-2299

Eastern Region

Washington, D.C. TMS

Comm. (301) 436-4140

PEN 530-4140

Southern Region

Jacksonville, FL TMS

Comm. (904) 783-7164

PEN 948-7164

Central Region

Chicago, IL TMS

Comm. (312) 573-2149

PEN 353-2149

Western Region

San Francisco, CA TMS

Comm. (415) 528-9662

PEN 468-9662

- b) Marketing—contact Marketing office at the division level.

- c) Classification and Mail Preparation—contact the Manager, Mailing Requirements, Marketing & Communications at the division level.

150 Account Representative Responsibilities

151 Establishing Collection Times

After a customer has agreed to use International Priority Airmail, contact the firm concerning the establishment of a collection time window. This time window is defined as the earliest and the latest times mail may be collected by the Postal Service in order to ensure that the mail is received by the post office and the AMF by the critical entry time (CET). The mailer may always deposit mail at a designated post office or AMF any time earlier than the CET. Mail is still acceptable after the CET, but may not achieve the same service level.

152 Providing Dispatch Information

Provide mailers with a list of post offices where dispatches are made on the day of mailing. When it is not possible to dispatch on the day of mailing, advise the customer that the mail will make the first available flight the next day.

153 Providing Equipment

Work with the local post office to provide the mailer with the necessary equipment. The following supplies are needed:

- a) Blue international airmail sacks with neck straps are to be used for direct country sacks.
- b) Domestic orange priority mail sacks are recommended for residue (mixed country) sacks. The local acceptance office, however, may recommend other equipment.
- c) Nylon cable ties to seal the sacks.
- d) PS Tag 116 (white), for attachment to blue direct country sacks.
- e) PS Tag 115, International Priority Airmail Tags ("Day-glow" pink) for attachment to all sacks.
- f) USPS Label 19, PAR AVTON (Airmail).

Note: Make sure that the mailer has a contact in the local office who will be responsible for getting the equipment to the mailer when necessary. Direct operational questions to the local mail processing coordinator.

154 Post Offices Not on Network

Even if your post office is not within a designated service area, inform all international mailers of the service. If a mailer is interested in using International Priority Airmail, he or she should be informed that they are responsible for getting the mail to the AMF or designated acceptance site. If the customer wants to send the mail to the AMF or other network office, you must make special arrangements with the acceptance site to ensure that the mail is recognized as International Priority Airmail and accepted properly.

155 Selling Strategy

155.1 General

Present the Postal Service as a full-service supplier capable of satisfying almost all levels of international mailing needs through one-stop shopping, which is something that no other company offers.

155.2 Known Customers

In the course of any sales calls on customers who are known to send international mail, include International Priority Airmail as part of your account management. Although the person contacted may not be the decision-maker in the firm, he or she should be familiar enough with the service to promote it to others within the firm.

155.3 Key Industries

Key industries for International Priority Airmail include the following:

- a) financial institutions
- b) securities/brokerage firms
- c) manufacturers
- d) publishers
- e) colleges/universities
- f) service firms

155.4 Features and Benefits

Many high-volume international mailers have been using private firms for the carriage of their mail over the past few years because of greater convenience, faster service, and price advantage. Focus your selling efforts on these mailers and point out the following benefits:

- a) Low price
International Priority Airmail costs \$6.80 per pound, less than half the price of airmail.
- b) Faster than airmail
Saves at least one day in handling since it bypasses domestic processing and sortation.
- c) No-charge collection
USPS provides free collection service at prearranged times for companies in or around designated origin cities.
- d) Most direct routing
In most cases, mail does not go through any intermediate country's mailstream to reach its destination.
- e) Universal delivery
International Priority Airmail is available to every country in the world, except Canada.
- f) Safe and secure
Uses official government postal services from entry to destination which affords proven protection and security.
- g) Easy to use
USPS provides all sacks, labels, tags, etc. Customer can pay postage by meter, postage stamps, advance deposit account, or penalty mail permit imprint. Customer sorts the mail to the destination country by following simple directions.



210 General

International Priority Airmail has sortation, packaging, sacking, and marking requirements that are unique to that service. Mailers must meet the requirements for mail preparation specified in IMM 284 and in this chapter.

220 Sortation

221 Required Sortation

When there are six or more pieces for a particular country of destination, International Priority Airmail must be sorted and bundled (except Great Britain, Federal Republic of Germany and Mexico as noted below). Letters and flats must be bundled separately, although nonidentical items may be commingled within each of these categories. Destinations or separations which do not have six or more pieces for the mailing must be aggregated into a working bundle(s). Items which cannot be bundled because of their physical characteristics (e.g., small packets) must be placed loose in the appropriate sack(s).

222 Optional Sortation

At the mailer's option, a finer breakdown (i.e., by city or post code) may be made, using sortation information provided by the foreign administration which governs the destination.

230 Packaging

Each bundle must be securely tied or rubber-banded in both directions. Placing rubber bands around the length and girth is the preferred method of securing packages of letter-size mail. Plastic strapping placed around the length and girth is the preferred method for securing packages of flat-size mail.

240 Facing of Pieces Within Package

All items in the package must be faced the same way and a facing slip which identifies the contents of the bundle must be placed on the address side of the top item of each package. The pressure-sensitive labels and optional endorsement line used domestically for presort mail are prohibited for International Priority Airmail.

250 Package Labels

251 General

The information for the package label (facing slip) can be found in the third and fourth columns of the International Priority Airmail labeling list (see Exhibit 250).

252 All Countries Except Great Britain, Federal Republic of Germany and Mexico

The package label (facing slip) for packages which contain six or more items for each country of destination must be completed as follows:

Line 1: Foreign Exchange Office

Line 2: Country of Destination

Line 3: Mailer, Mailer Location

Example: 1150 Vienna Flug

Austria

RBA Company Washington DC

253 Residue

For residue (less than six pieces per package) packages, the package label (facing slip) must be completed as follows:

Line 1: Appropriate U.S. Exchange Office

Line 2: Contents

Line 3: Mailer, Mailer Location

Example: AMF Boston MA 021

Intl Priority Airmail-WKG

CPA Company Boston MA

254 Great Britain, Federal Republic of Germany, and Mexico

When there are six or more pieces per separation, mail to Great Britain must be sorted and labeled as follows:

Great Britain

<u>Separation</u>	<u>Label</u>
London City	Londontown
Scotland	Glasgow FWD
Northern Ireland	Belfast FWD
Remaining Great Britain and Residue	Great Britain, Great Britain

255 Federal Republic of Germany

When there are six or more pieces per separation, mail to the Federal Republic of Germany must be sorted and labeled as follows:

<u>Separation</u> (by first digit of of postal code)	<u>Label</u>
1	Berlin 11
2	Hamburg Flughafen
3	Hannover Flughafen
4 Uncoded and Residue	Dusseldorf Flughafen
5	Koln-Bonn Flughafen
6	Frankfurt am Main Flughafen
7	Stuttgart Flughafen
8	Munich Flughafen

INTERNATIONAL PRIORITY AIRMAIL NATIONAL LABELING LIST

Separation	Bundle Label/TAG 116 Information			Geographic Distribution	Gateway	Notes
	Code	Top Line: Exchange Office	Second Line: Country			
AFGHANISTAN	KBL	KABUL	AFGHANISTAN	MID EAST	JFK	
ALBANIA	TIA	TIRANA	ALBANIA	EUROPE	JFK	
ALGERIA	ALG	ALGIERS	ALGERIA	AFRICA	JFK	
ANDORRA			ANDORRA	EUROPE	JFK	1
ANGOLA	LAD	LUANDA	ANGOLA	AFRICA	JFK	
ANGUILLA	AXA	THE VALLEY	ANGUILLA	SO FOREIGN	MIA/JFK	2
ANTIGUA	ANU	ST. JOHN'S	ANTIGUA & BARBUDA	SO FOREIGN	MIA/JFK	2
ARGENTINA	BUE	BUENOS AIRES AVION	ARGENTINA	SO FOREIGN	MIA/JFK	2
ARUBA	AUA	ORANJESTAD	ARUBA	SO FOREIGN	MIA/JFK	2
ASCENSION			ASCENSION ISLAND	SO FOREIGN	MIA	1
AUSTRALIA: MELBOURNE SYDNEY	MEL SYD	MELBOURNE SYDNEY	AUSTRALIA AUSTRALIA	TRANS PAC TRANS PAC TRANS PAC	SFO SFO SFO	3 3 3
AUSTRIA	VIE	1150 VIENNA FLUG	AUSTRIA	EUROPE	JFK	
AZORES			AZORES	EUROPE	JFK	1
BAHAMAS	NAS	NASSAU	BAHAMAS	SO FOREIGN	MIA/JFK	2
BAHRAIN	BAH	BAHRAIN	BAHRAIN	MID EAST	JFK	
BANGLADESH	DAC	DHAKA 17	BANGLADESH, PEOPLES REP OF	MID EAST	JFK	
BARBADOS	BGI	BRIDGETOWN	BARBADOS	SO FOREIGN	MIA/JFK	2
BELGIUM	BRU	BRUSSELS X	BELGIUM	EUROPE	JFK	
BELIZE	BZE	BELIZE	BELIZE	SO FOREIGN	MIA/JFK	2
BENIN	COO	COTONOU	BENIN	AFRICA	JFK	
BERMUDA	BDA	HAMILTON	BERMUDA	SO FOREIGN	MIA/JFK	2
BHUTAN			BHUTAN	MID EAST	JFK	1
BOLIVIA	LPB	LA PAZ	BOLIVIA	SO FOREIGN	MIA/JFK	2
BONAIRE			BONAIRE	SO FOREIGN	MIA/JFK	1,2
BOTSWANA	GBE	GABORONE	BOTSWANA	AFRICA	JFK	
BRAZIL	RIO	RIO DE JANEIRO	BRAZIL	SO FOREIGN	MIA/JFK	2
BRITISH VIRGIN ISLANDS	EIS	ROADTOWN TORTOLA	BRITISH VIRGIN ISLANDS	SO FOREIGN	MIA/JFK	2
BRUNEI	BWN	BANDAR SERI BEGAWAN	BRUNEI	TRANS PAC	HNL	
BULGARIA	SOF	SOFIA	BULGARIA	EUROPE	JFK	
BURKINA FASO	OUA	OUAGADOUGOU CNT	BURKINA FASO	AFRICA	JFK	
BURMA	RGN	RANGOON	BURMA, PEOPLES REP OF	TRANS PAC	SFO	
BURUNDI	BJM	BUJUMBURA	BURUNDI	AFRICA	JFK	
CAMEROON	DIA	DOULA	CAMEROON	AFRICA	JFK	
CAPE VERDE	SID	SAL ISLAND	CAPE VERDE	AFRICA	JFK	
CAYMAN ISLANDS	GCM	GEORGETOWN	CAYMAN ISLANDS	SO FOREIGN	MIA/JFK	2
CENTRAL AFRICAN REP	BGF	BANGUI	CENTRAL AFRICAN REP	AFRICA	JFK	
CHAD	NDJ	N'DJAMENA	CHAD, REPUBLIC OF	AFRICA	JFK	
CHILE	SCL	SANTIAGO	CHILE	SO FOREIGN	MIA/JFK	2
CHINA	PEK	BEIJING	CHINA, PEOPLES REP OF	TRANS PAC	SFO	

Separation	Bundle Label/TAG 116 Information			Geographic Distribution	Gateway	Notes
	Code	Top Line: Exchange Office	Second Line: Country			
COLOMBIA	BOG	BOGOTA AEROPUERTO	COLOMBIA	SO FOREIGN	MIA /JFK	2
COMOROS ISLANDS			COMOROS ISLANDS	EUROPE	JFK	1
CONGO	BZV	BRAZZAVILLE	CONGO, REPUBLIC OF	AFRICA	JFK	
CORSICA			CORSICA	EUROPE	JFK	1
COSTA RICA	SJO	SAN JOSE	COSTA RICA	SO FOREIGN	MIA /JFK	2
CUBA	HAV	HAVANA	CUBA	SO FOREIGN	MIA /JFK	2
CURACAO	CUR	WILLEMSTAD	CURACAO	SO FOREIGN	MIA /JFK	2
CYPRUS	NIC	NICOSIA	CYPRUS	MID EAST	JFK	
CZECHOSLOVAKIA	PRG	PRAGUE 120	CZECHOSLOVAKIA	EUROPE	JFK	
DENMARK	CPH	COPENHAGEN PTM	DENMARK	EUROPE	JFK	
DJIBOUTI	JIB	DJIBOUTI	DJIBOUTI	AFRICA	JFK	
DOMINICA	DOM	ROSEAU	DOMINICA	SO FOREIGN	MIA /JFK	2
DOMINICAN REPUBLIC	SDQ	SANTO DOMINGO	DOMINICAN REPUBLIC	SO FOREIGN	MIA /JFK	2
EAST TIMOR			EAST TIMOR	TRANS PAC	JFK /SFO	1,4
ECUADOR	UIO	QUITO	ECUADOR	SO FOREIGN	MIA /JFK	2
EGYPT	CAI	CAIRO INT'L AIRPORT	EGYPT, UNITED ARAB REP OF	AFRICA	JFK	
EL SALVADOR	SAL	SAN SALVADOR	EL SALVADOR	SO FOREIGN	MIA /JFK	2
EQUATORIAL GUINEA	BSG	BATA	EQUATORIAL GUINEA	AFRICA	JFK	
ESTONIA			ESTONIA	EUROPE	JFK	1
ETHIOPIA	ADD	ADDIS ABABA	ETHIOPIA	AFRICA	JFK	
FALKLAND ISLANDS			FALKLAND ISLANDS	EUROPE	JFK	1
FAROE ISLANDS			FAROE ISLANDS	EUROPE	JFK	1
FIJI	NAN	NADI AP	FIJI	TRANS PAC	HNL	
FINLAND	HEL	HELSINKI	FINLAND	EUROPE	JFK	
FRANCE	PAR	PARIS AVIATION PASSE	FRANCE	EUROPE	JFK	
FRENCH GUIANA	CAV	CAENNE	FRENCH GUIANA	SO FOREIGN	MIA /JFK	2
FRENCH POLYNESIA	PPT	PAPEETE	TAHITI	TRANS PAC	SFO	
GABON	IBV	LIBREVILLE	GABON, REPUBLIC OF	AFRICA	JFK	
GAMBIA	BJL	BANJUL	GAMBIA	AFRICA	JFK	
GERMAN DEM. REP	SXF	1070 BERLIN 7	GERMAN DEM. REP	EUROPE	JFK	
GERMANY, FED REP OF:				EUROPE	JFK	
POSTCODE 1	BER	BERLIN II	GERMANY, FED REP OF	EUROPE	JFK	
POSTCODE 2	HAM	HAMBURG FLUGHAFEN	GERMANY, FED REP OF	EUROPE	JFK	
POSTCODE 3	HAI	HANNOVER FLUGHAFEN	GERMANY, FED REP OF	EUROPE	JFK	
POSTCODE 4	DUS	DUSSELDORF FLUGHAFEN	GERMANY, FED REP OF	EUROPE	JFK	
& UNCODED						
POSTCODE 5	CGN	KOLN BONN FLUGHAFEN	GERMANY, FED REP OF	EUROPE	JFK	
POSTCODE 6	FRA	FRANKFURT AM MAIN FLUGHAFEN	GERMANY, FED REP OF	EUROPE	JFK	
POSTCODE 7	STR	STUTTGART FLUGHAFEN	GERMANY, FED REP OF	EUROPE	JFK	
POSTCODE 8	MUC	MUNICH FLUGHAFEN	GERMANY, FED REP OF	EUROPE	JFK	
GHANA	ACC	ACCRA	GHANA	AFRICA	JFK	
GIBRALTAR	GIB	GIBRALTAR	GIBRALTAR	EUROPE	JFK	
GREAT BRITAIN				EUROPE	JFK	
LONDON CITY	LON	LONDONTOWN	GREAT BRITAIN	EUROPE	JFK	
NORTHERN ISLAND	BFS	BELFAST	NORTHERN IRELAND	EUROPE	JFK	
SCOTLAND	GLA	GLASGOW	SCOTLAND	EUROPE	JFK	
ALL OTHER GR BRITAIN	LON	GREAT BRITAIN	GREAT BRITAIN	EUROPE	JFK	

Separation	Bundle Label/TAG 116 Information			Geographic Distribution	Gateway	Notes
	Code	Top Line: Exchange Office	Second Line: Country			
GREECE	ATH	ATHENS	GREECE	EUROPE	JFK	
GREENLAND			GREENLAND	EUROPE	JFK	1
GRENADA	GND	ST. GEORGE'S	GRENADA	SO FOREIGN	MIA JFK	2
GUADELOUPE	PTP	POINTE A PITRE	GUADELOUPE	SO FOREIGN	MIA JFK	2
GUATEMALA	GUA	GUATEMALA	GUATEMALA	SO FOREIGN	MIA JFK	2
GUINEA	CKY	CONAKRY	GUINEA, REPUBLIC OF	AFRICA	JFK	
GUINEA BISSAU	BXO	BISSAU	GUINEA BISSAU	AFRICA	JFK	
GUYANA	GEO	GEORGETOWN	GUYANA	SO FOREIGN	MIA JFK	2
HAITI	PAP	PORT AU PRINCE	HAITI	SO FOREIGN	MIA JFK	2
HONDURAS	TGU	TEGU CIGALPA	HONDURAS, REP OF	SO FOREIGN	MIA JFK	2
HONG KONG	HKG	VICTORIA	HONG KONG	TRANS PAC	SFO	
HUNGARY	BUD	BUDAPEST 72 TRANS	HUNGARY	EUROPE	JFK	
ICELAND	REK	REYKJAVIK	ICELAND	EUROPE	JFK	
INDIA	DEL	DELHI AIR	INDIA	MID EAST	JFK	
INDONESIA	JKT	JAKARTA SOEKARNO HATTA	INDONESIA	TRANS PAC	SFO JFK	4
IRAN	THR	TEHRAN	IRAN	MID EAST	JFK	
IRAQ	BGW	BAGHDAD	IRAQ	MID EAST	JFK	
IRELAND	DUB	DUBLIN	IRELAND	EUROPE	JFK	
ISRAEL	TLV	TEL AVIV YAFO	ISRAEL	MID EAST	JFK	
ITALY	ROM	ROME FERR	ITALY	EUROPE	JFK	
IVORY COAST	ABJ	ABIDJAN	IVORY COAST	AFRICA	JFK	
JAMAICA	KIN	KINGSTON	JAMAICA	SO FOREIGN	MIA JFK	2
JAPAN	TYO	TOKYO APT FWD	JAPAN	TRANS PAC	SFO	
JORDAN	AMM	AMMAN	JORDAN	MID EAST	JFK	
KAMPUCHEA	PNH	PHNOM PENH	KAMPUCHEA		SEA	
KENYA	NBO	NAIROBI	KENYA	AFRICA	JFK	
KIRIBATI	TRW	TARAWA	KIRIBATI, REP OF	TRANS PAC	HNL	
KOREA, NORTH			KOREA, DEM PEOP REP OF	TRANS PAC	SFO	1
KOREA, SOUTH	SEL	SEOUL	KOREA, REP OF SOUTH	TRANS PAC	SFO JFK	4
KUWAIT	KWI	KUWAIT	KUWAIT	MID EAST	JFK	
LAOS	VTE	VIENTIANE	LAOS	TRANS PAC	HNL	
LATVIA			LATVIA	EUROPE	JFK	1
LEBANON	BEY	BEIRUT	LEBANON	MID EAST	JFK	
LESOTHO	MSU	MASERU	LESOTHO	AFRICA	JFK	
LIBERIA	MLW	MONROVIA	LIBERIA	AFRICA	JFK	
LIBYA	TIP	TRIPOLI	LIBYA	AFRICA	JFK	
LIECHTENSTEIN			LIECHTENSTEIN	EUROPE	JFK	1
LITHUANIA			LITHUANIA	EUROPE	JFK	1
LUXEMBOURG	LUX	LUXEMBOURG VILLE	LUXEMBOURG	EUROPE	JFK	
MACAO	HKG	MACAU	MACAO	TRANS PAC	HNL	
MADAGASCAR	TNR	ANTANANARIVO	MADAGASCAR, DEM REP OF	AFRICA	JFK	
MADEIRA ISLANDS	FNC	FUNCHAL	MADEIRA ISLANDS	EUROPE	JFK	

Separation	Bundle Label TAG 116 Information			Geographic Distribution	Gateway	Notes
	Code	Top Line: Exchange Office	Second Line: Country			
MALAWI	BLZ	LIMBE C.S.O.	MALAWI	AFRICA	JFK	
MALAYSIA	KUL	KUALA LUMPUR	MALAYSIA	TRANS PAC	SFO JFK	4
MALDIVES			MALDIVES	MID EAST	JFK	1,6
MALDIVES			MALDIVES	TRANS PAC	HNL	1,6
MALI	BKO	BAMAKO	MALI, REPUBLIC OF	AFRICA	JFK	
MALTA	VIT	VALLETTA	MALTA	EUROPE	JFK	
MARTINIQUE	FDF	FORT DE FRANCE	MARTINIQUE	SO FOREIGN	MIA JFK	2
MAURITANIA	NKC	MAURITANIA	MAURITANIA	AFRICA	JFK	
MAURITIUS	MRU	PORT LOUIS	MAURITIUS	AFRICA	JFK	
MEXICO		**SEE SEPARATE MEXICO LABELING LIST**		MEXICO	DFW LAX	5
MONACO	MCM	MONTE CARLO	MONACO	EUROPE	JFK	
MONTSERRAT	MNI	PLYMOUTH	MONTSERRAT	SO FOREIGN	MIA JFK	2
MOROCCO	CAS	CASABLANCA P. PAL	MOROCCO	AFRICA	JFK	
MOZAMBIQUE	MPM	CPI MAPUTO	MOZAMBIQUE	AFRICA	JFK	
NAURU	INU	NAURU	NAURU, REPUBLIC OF	TRANS PAC	HNL	
NEPAL	KTM	KATHMANDU	NEPAL	MID EAST	JFK	
NETHERLANDS	AMS	AMSTERDAM EXP	NETHERLANDS	EUROPE	JFK	
NETHERLANDS ANTILLES		**SEE INDIVIDUAL ISLANDS**		SO FOREIGN	MIA JFK	2
NEW CALEDONIA	NOU	NOUMEA	NEW CALEDONIA	TRANS PAC	HNL	
NEW ZEALAND	AKL	AUCKLAND	NEW ZEALAND	TRANS PAC	SFO	
NICARAGUA	MGA	MANAGUA	NICARAGUA	SO FOREIGN	MIA JFK	2
NIGER	NIM	NIAMEY	NIGER	AFRICA	JFK	
NIGERIA	LOS	LAGOS	NIGERIA	AFRICA	JFK	
NORWAY	OSL	OSLO TRANSIT	NORWAY	EUROPE	JFK	
OMAN	MCT	MUSCAT	OMAN, SULTANATE OF	MID EAST	JFK	
PAKISTAN	KHI	KARACHI	PAKISTAN	MID EAST	JFK	
PANAMA	PTY	PANAMA CITY	PANAMA, REP OF	SO FOREIGN	MIA JFK	2
PAPUA NEW GUINEA	POM	PORT MORESBY	PAPUA NEW GUINEA	TRANS PAC	HNL	
PARAGUAY	ASU	ASUNCION	PARAGUAY	SO FOREIGN	MIA JFK	2
PERU	IIM	LIMA TRANSITO	PERU	SO FOREIGN	MIA JFK	2
PHILIPPINES	MNL	MANILA	PHILIPPINES	TRANS PAC	SFO	
POLAND	WAW	WARSAW 3	POLAND	EUROPE	JFK	
PORTUGAL	LIS	LISBON PROVINCE	PORTUGAL	EUROPE	JFK	
QATAR	DOH	DOHA	QATAR	MID EAST	JFK	
REUNION ISLAND	RUN	ST. DENIS	REUNION ISLAND	EUROPE	JFK	
ROMANIA	BUH	BUCHAREST	ROMANIA	EUROPE	JFK	
RWANDA	KGL	KIGALI	RWANDA	AFRICA	JFK	
SABA			SABA	SO FOREIGN	MIA JFK	1,2
SAN MARINO			SAN MARINO, REP OF	EUROPE	JFK	1
SAO TOME & PRINCIPE			SAO TOME & PRINCIPE	EUROPE	JFK	1
SAUDI ARABIA	DHA	DHAHRAN APT	SAUDI ARABIA	MID EAST	JFK	
SENEGAL	DKR	DAKAR YOFF	SENEGAL	AFRICA	JFK	

Separation	Bundle Label/TAG 116 Information			Geographic Distribution	Gateway	Notes
	Code	Top Line: Exchange Office	Second Line: Country			
SEYCHELLES	SEZ	MAHE IS	SEYCHELLES	AFRICA	JFK	
SIERRA LEONE	FNA	FREETOWN	SIERRA LEONE	AFRICA	JFK	
SINGAPORE	SIN	SINGAPORE	SINGAPORE	TRANS PAC	SFO /JFK	4
SOLOMON ISLANDS	HIR	HONIARA	SOLOMON ISLANDS	TRANS PAC	HNL	
SOMALIA	MGQ	MOGADISHU	SOMALIA	AFRICA	JFK	
SOUTH AFRICA	JNB	JOHANNESBURG	SOUTH AFRICA, REP OF	AFRICA	JFK	
SOUTHWEST AFRICA	WDH	WINDHOEK	SOUTHWEST AFRICA	AFRICA	JFK	
SPAIN	MAD	MADRID AIRPORT	SPAIN	EUROPE	JFK	
SRI LANKA	CMB	COLOMBO	SRI LANKA	MID EAST	JFK	6
SRI LANKA	CMB	COLOMBO	SRI LANKA	TRANS PAC	HNL	6
ST. EUSTATIUS			ST. EUSTATIUS	SO FOREIGN	MIA /JFK	1,2
ST. HELENA			ST. HELENA	AFRICA	JFK	1
ST. KITTS	SKB	BASSETERRE	ST. KITTS	SO FOREIGN	MIA /JFK	2
ST. LUCIA	SLU	CASTRIES	ST. LUCIA	SO FOREIGN	MIA /JFK	2
ST. MAARTEN	SXM	PHILIPSBURG	ST. MAARTEN	SO FOREIGN	MIA /JFK	2
ST. VINCENT	SVD	KINGSTOWN	ST. VINCENT	SO FOREIGN	MIA /JFK	2
SUDAN	KRT	KHARTOUM	SUDAN	AFRICA	JFK	
SURINAME	PBM	PARAMARIBO	SURINAME	SO FOREIGN	MIA /JFK	2
SWAZILAND	MTS	MANZINI	SWAZILAND	AFRICA	JFK	
SWEDEN	STO	STOCKHOLM FLUG	SWEDEN	EUROPE	JFK	
SWITZERLAND	GVA	GENEVA 1	SWITZERLAND	EUROPE	JFK	
SYRIA	DAM	DAMASCUS	SYRIA	MID EAST	JFK	
TAIWAN	TPE	TAIPEI	TAIWAN	TRANS PAC	SFO /JFK	4
TANZANIA	DAR	DAR ES SALAAM	TANZANIA	AFRICA	JFK	
THAILAND	BKK	BANGKOK	THAILAND	TRANS PAC	SFO /JFK	4
TOGO	IFW	LOME	TOGO, REPUBLIC OF	AFRICA	JFK	
TONGA	NUK	NUKUALOFA	TONGA	TRANS PAC	HNL	
TRINIDAD AND TOBAGO	POS	PORT OF SPAIN	TRINIDAD AND TOBAGO	SO FOREIGN	MIA /JFK	2
TRISTAN DA CUNHA			TRISTAN DA CUNHA	AFRICA	JFK	1
TUNISIA	TUN	TUNIS	TUNISIA	AFRICA	JFK	
TURKEY	IST	ISTANBUL HAVA ALANI	TURKEY	MID EAST	JFK	
TURKS AND CAICOS	TKI	GRAND TURK	TURKS AND CAICOS ISL	SO FOREIGN	MIA	
TUVALU			TUVALU	TRANS PAC	HNL	1
UGANDA	KLA	KAMPALA	UGANDA	AFRICA	JFK	
UNITED ARAB EMIRATES	DXB	DUBAI	UNITED ARAB EMIRATES	MID EAST	JFK	
URUGUAY	MVD	MONTEVIDEO	URUGUAY	SO FOREIGN	MIA /JFK	2
USSR	MOW	MOSCOW PCI-1	USSR	EUROPE	JFK	
VANUATU	VLI	PORT VILA	VANUATA	TRANS PAC	HNL	
VATICAN	VCY	VATICAN CITY STATE	VATICAN CITY STATE	EUROPE	JFK	
VENEZUELA	CCS	CARACAS	VENEZUELA	SO FOREIGN	MIA /JFK	2
VIETNAM	SGN	HO CHI MINH VILLE	VIETNAM, SOCIALIST REP OF		SEA	
WESTERN SAMOA	APW	APIA	WESTERN SAMOA	TRANS PAC	HNL	

Separation	Bundle Label/ TAG 116 Information			Geographic Distribution	Gateway	Notes
	Code	Top Line: Exchange Office	Second Line: Country			
YEMEN, ARAB REP	SAH	SANAA	YEMEN, ARAB REP OF	MID EAST	JFK	
YEMEN, PEO DEM REP	ADE	ADEN	YEMEN, PEO DEM REP	MID EAST	JFK	
YUGOSLAVIA	BEG	BELGRADE	YUGOSLAVIA	EUROPE	JFK	
ZAIRE	FIH	KINSHASA CTT	ZAIRE, REP OF	AFRICA	JFK	
ZAMBIA	NLA	NDOLA	ZAMBIA	AFRICA	JFK	
ZIMBABWE	HRE	HARARE	ZIMBABWE	AFRICA	JFK	

NOTES:

1. THESE ARE OPEN TRANSIT DESTINATIONS, DIRECT SACKS ARE NOT MADE. FORWARD BUNDLES TO THE ASSIGNED GATEWAY EXCHANGE OFFICE.
2. OFFICES IN THE NORTHEAST REGION SEND THEIR DIRECT BUNDLES FOR SOUTH FOREIGN DESTINATIONS TO NEW YORK (JFK). ALL OTHER OFFICES SEND THEM TO MIAMI (MLA).
3. AIRMAIL FOR AUSTRALIA IS LABELED ACCORDING TO ORIGIN. INTERNATIONAL PRIORITY AIRMAIL ENTERED IN DENVER, NEW YORK, LOS ANGELES, MIAMI AND SAN FRANCISCO IS TO BE LABELED TO MELBOURNE. ALL OTHER ORIGINS LABEL AUSTRALIA TO SYDNEY.
4. NEW YORK FORWARDS BUNDLES FOR THESE DESTINATIONS TO NEW YORK (JFK). ALL OTHERS ORIGINS FORWARD TO SAN FRANCISCO (SFO).
5. OFFICES IN THE WESTERN REGION FORWARD BUNDLES FOR MEXICO (SEPARATIONS WITH LESS THAN 10 LBS) TO LOS ANGELES (LAX). ALL OTHER ORIGINS FORWARD THE MEXICO BUNDLES TO DALLAS (DFW).
6. OFFICES IN THE WESTERN REGION FORWARD THESE DESTINATIONS TO HONOLULU (HNL). ALL OTHER ORIGINS FORWARD TO NEW YORK (JFK).

256 Mexico

There are extensive distribution and make-up requirements for International Priority Airmail sent to Mexico. Mailers who wish to use the service to Mexico should coordinate their mailings on a case-by-case basis with their divisional coordinator (see *Exhibit 256 for distribution and labeling requirements for Mexico*).

260 Markings

261 Airmail

International Priority Airmail receives full airmail service within the United States and to the destination country. Consequently, the endorsement, "PAR AVION" (AIRMAIL) must be marked on the address side of each piece. USPS Label 19, *PAR AVION*, may be used for this purpose. At the sender's option, the red, white and blue bordered airmail envelopes may be used in addition to the "PAR AVION" endorsement.

262 Printed Matter

262.1 Over Four Pounds

Printed matter items weighing over four pounds must be marked with the words "PRINTED MATTER," "PRINTED MATTER-BOOKS," "PRINTED MATTER-CATALOGS," or "PRINTED MATTER-SECOND CLASS," as appropriate in accordance with the provisions of IMM 244.2. If second-class publications are paid for by means of an advance deposit account, the imprint authorized under IMM 244.21d may be used in lieu of the "PRINTED MATTER-SECOND CLASS" endorsement.

262.2 Under Four Pounds

Printed matter items weighing four pounds or less do *not* have to include the endorsement for the type of printed matter. Inclusion of the applicable class of mail endorsement is optional. This exception to the general marking requirements only applies to printed matter items sent as International Priority Airmail.

263 Postage Paid by Postage Meter or Postage Stamps

Mail for which the postage is paid by postage meter or postage stamps must be endorsed "*U.S. International Airmail Postage Paid*" on each piece on the address side of the mail, in the upper right corner. The required postage payment endorsement may be applied by using one of the methods specified by Domestic Mail Manual 145.3 or it may be applied by running the mail through a meter machine that has been equipped with a special "slug" furnished by the meter manufacturer. The endorsement will then appear in the "ad plate" field in combination with a meter impression showing a "zero" postage amount.

270 Sacking Requirements

271 Type of Equipment

271.1 Country Sacks (10 pounds or more)

All destinations or separations accumulating ten (10) pounds or more per mailing must be sacked in the blue international airmail sacks provided by the Postal Service. Trays are not acceptable for International Priority Airmail directs. The maximum weight per sack is sixty-six (66) pounds. All types of mail, including letter bundles, flat bundles, small packets, etc., for each destination can be commingled in the same sack and counted toward the 10 pound minimum.

271.2 Residue Sacks

The bundles and loose items that are left after all country sacks are prepared (including those for Great Britain, the Federal Republic of Germany and Mexico), must be enclosed in equipment specified by the local acceptance office. In the absence of such guidance, domestic orange priority mail pouches must be used.

272 Labeling

272.1 All Sacks (both country and residue)

All sacks must be labeled with PS Tag 115, *International Priority Airmail* (see *Exhibit 272.1*). These "day-glow" pink tags identify this mail and ensure that it receives priority handling.

272.2 Direct Country Sacks

Direct country sacks must be labeled with the appropriate PS Tag 116 (see *Exhibit 272.1*). The tags are white and specially coded to route the mail to a specific airport or destination. The blocks on the tag for date, weight, and dispatch information are for Postal Service use only and must not be completed by the mailer. The 116 is placed over the Tag 115 and attached to the base of the pouch.

272.3 Residue

Residue and direct bundles for destinations with less than 10 pounds must be labeled as follows:

Residue Sack Label

Line 1: Acceptance Post Office

Line 2: Contents

Line 3: Mailer, Mailer Location

Example: DIS Philadelphia PA 191
Intl Priority Airmail
ABC Store Philadelphia PA

MEXICO DISTRIBUTION AND LABELING

The sorting scheme for Mexico is based on state breakdowns with certain massing points for residue volume, as follows:

	State Name	Abbrev.	Facing Slip 116 TAG	Off-Load Airport*
I.	Aguascalientes	AGS	Aguascalientes AGS DIS MEX	GDL
	Colima	COL	Colima COL DIS MEX	GDL
	Guanajuato	GTO	Irapuato GTO DIS MEX	GDL
	Jalisco	JAL	Guadalajara JAL DIS MEX	GDL
	Michoacan	MICH	Morelia MICH DIS MEX	GDL
	Nayarit	NAY	Tepic NAY DIS MEX	GDL
	Azcatecas	ZAC	Zacatecas ZAC DIS MEX	GDL
	Residue Office		+100 Guadalajara, Jal	GDL
II.	Campeche	CAM	Campeche CAM DIS MEX	MID
	Chiapas	CHIS	Tuxtla Gtz CHIS DIS MEX	MID
	Quintana Roo	Q ROO	Chetumal Q. ROO DIS MEX	MID
	Tabasco	TAB	Villahermosa TAB DIS MEX	MID
	Yucatan	YUC	Merida YUC DIS MEX	MID
	Residue Office		97000 Merida YUC Transbordos	MID
III.	Coahuila	COAH	Saltillo COAH DIS MEX	MTY
	Durango	DGO	Durango DGO DIS MEX	MTY
	Neuvo Leon	N.L.	Neuvo Laredo N.L. DIS MEX	MTY
	San Luis Potosi	S.L.P.	San Luis Potosi SLP DIS MEX	MTY
	Tamaulipas	TAM	CD Victoria TAM DIS MEX	MTY
	Residue Office		64000 Monterey N.L. Transbordos	MTY
IV.	Hidalgo	HGO	Pochuca HGO DIS MEX	MEX
	Mexico	MEX	Toluca MEX DIS MEX	MEX
	Morelos	MOR	Cuernavaca MOR DIS MEX	MEX
	Oaxaca	OAX	Oaxaca OAX DIS MEX	MEX
	Puebla	PUE	Puebla PUE DIS MEX	MEX
	Queretaro	QRO	Queretaro QRO DIS MEX	MEX
	Tlaxcala	TLAX	Tlaxcala TLAX DIS MEX	MEX
	Veracruz	VER	Veracruz VER DIS MEX	MEX
	Residue Office		15620 Mexico 506 D.F.	MEX
V.	Sinaloa	SIN	Culiacan SIN DIS MEX	MZT
	Sonora	SON	Nogales SON DIS MEX	MZT
	Residue Office		82000 Mazatlan SIN DIS	MZT
VI.	Baja California	B.C.	Tijuana B.C. DIS MEX	SAN
	Baja California Sur	B.C.S.	Tijuana B.C. DIS MEX	SAN
	Chihuahua	CHIH	CD Juarez CHIH DIS MEX	ELP
	Distrito Federal	D.F.	Mexico 506 D.F. MEX	MEX
	Guerrero	GRO	Acapulco de Juarez GRO DIS MEX	ACA
	Residue Office		None	

*This is the airport stop code to be printed on the Tags 116.

PS Tag 115

INTERNATIONAL PRIORITY AIRMAIL

INTERNATIONAL
PRIORITY AIRMAIL

MAILER
Sack _____ of _____

TAG 116

New Tag

(EL SALVADOR)

747*

(EL SALVADOR)

By Airmail

For: **SAN SALVADOR**
(EL SALVADOR)

SAL

AV8

DISPATCH/SACK NO.	DATE
ORIGIN	KG
VIA	

Old Tag
Still in Use

ATHENS

PS TAG 116-A
AUG. 1979

128

DISPATCH AND SACK NO.	DATE
FROM (de)	Weight
U.S.A.	PAR AVION
TO (Pour):	

ATH
ATHENS
GREECE

VIA

310 General

This chapter will describe the mail processing operating guidelines for post offices in the International Priority Airmail program.

320 Critical Acceptance Times

321 Objectives

A significant objective of the International Priority Airmail service is that as much mail as possible is dispatched on Day 0 (date of mailing). A critical acceptance time (latest time the mail can be received and still make the Day 0 dispatches) must be established to provide an operating benchmark for both the post office and the mailer. This acceptance time should take into consideration the time necessary for revenue collection, rack operation of direct bundles, documentation of the dispatch, tender to the airline(s), and transportation to the AMF if the acceptance unit is located elsewhere.

322 Dispatch Profile

322.1 Exchange Offices

Acceptance post offices which also are an International Airmail Exchange Office, must develop a profile of possible Day 0 dispatches to destination and focus on the most logical time which meets all or most of these dispatches when establishing the critical acceptance time.

322.2 Nonexchange Offices

Acceptance post offices on the network which are *not* also exchange offices are to route their mail to the appropriate exchange office. In developing the critical acceptance time, the latest Day 0 transportation which arrives at the gateway by the critical entry time (CET) on Day 1, for regular airmail, is to be targeted. If transportation is not available to meet this commitment, use the earliest arrival after the CET.

323 Coordination

Division offices and TMSOs must closely coordinate the establishment of these critical acceptance times.

NOTE: The critical acceptance time is not the latest time that mail can be accepted. Rather, it is the latest acceptance time for the Day 0 commitment.

330 Collection

Each post office designated as an acceptance office for International Priority Airmail must locally establish a service area within which collection service will be offered. Collection service is not intended to be an on-demand service, but one which is coordinated between the mailer and post office. To the extent possible, it should be on a scheduled basis and, if existing collection runs meet established acceptance times, use them. In any event, make collection service available, within the established geographic boundary limits, which will meet the acceptance time for Day 0 dispatches if requested by the mailer.

When the mail is collected directly from the customer, the mailing statement should be placed in an envelope designed specifically for International Priority Airmail. The envelope, EP-411, should be attached to one of the sacks using a wire twist tie and removed at the acceptance unit when the Form 3652 is extracted.

340 Acceptance Unit

341 Main Acceptance Unit

Each post office in the program must establish a unit responsible for accepting International Priority Airmail, collecting the postage, processing the residue, and dispatching the mail. In those offices which also contain an exchange office operation, this unit will generally be located in the same area. This is left to the discretion of local management.

342 Satellite Acceptance Units

Depending upon local demand and the need to improve service and responsiveness to our customers, consider satellite acceptance points which would accept the mail and forward it to the main acceptance unit for processing. As with mail collected directly from the customer, the International Priority Airmail moving from a satellite office to the main acceptance unit must retain its identity to ensure its priority handling.

343 Deposit of Mail

Although collection service is generally limited to the locally defined service area, customers from *any* origin, including from outside the host post office, may deposit their mail at the acceptance unit. This

factor is to be considered in establishing the location of these units.

350 In-Plant Procedures

351 Acceptance Offices Without Exchange Offices

Since they require no further processing, forward blue pouches received from mailers which are made up to destination to the appropriate exchange office. The gateway exchange office for each destination is listed in the National Labeling List for International Priority Airmail (see *Exhibit 250*). Residue mail (direct and mixed bundles) can be accepted from the mailer in any manner which best fits the local operation. The normal method would be to use orange priority sacks. However, trays or other equipment may be used. The residue mail is to be processed as follows:

- a) Country bundles of letters or flats and SPRs which, when combined will total 10 pounds for a separation, must be pouched in blue airmail equipment with an appropriate Tag 116 and 115 attached. Blocks on the 116 for date, weight, and dispatch information are not to be completed; this is done by the actual dispatching exchange office. Experience and volume growth will stabilize this operation.
- b) Country bundles of letters or flats and SPRs which, when combined, do not total 10 pounds for a separation, are to be thrown off into orange pouches. These pouches must have a Tag 115 attached and must be labeled to the gateway exchange office with the assigned responsibility for a given geographic area.
- c) Forward pure residue bundles (mixed countries) to the normal exchange office along with regular originating, international airmail. **NO DISTRIBUTION IS TO BE PERFORMED.**

NOTE: All in-plant operating criteria must be geared towards the critical dispatch time. Labeling information, geographic assignments, and gateway exchange offices are identified in the National Labeling List.

352 Acceptance Offices with an Exchange Office

352.1 Residue

Process residue sacks (or trays if locally authorized) received from mailers or, if appropriate, from other International Priority Airmail acceptance offices, as follows:

- a) Throw off country bundles of letters or flats and SPRs into existing rack separations. Create additional separations for separations which generate 10 pounds or more.
- b) Throw off country bundles of letters or flats and SPRs which, when combined, do not total 10 pounds for a separation into orange sacks to the gateway exchange office with the assigned responsibility for a given geographic area.
- c) Merge pure residue bundles (mixed countries) into the distribution operation along with the regular international airmail.

352.2 Dispatch

Pull all sacks containing International Priority Airmail to meet all assigned available transportation. Add made-up sacks received from mailers, other acceptance offices, and those generated locally to existing dispatches if the regular airmail and International Priority Airmail are both tendered to the same transportation. In these cases, add the relevant information to Tag 116 and include the sack(s) on the C-12 letter bill. If a separate dispatch must be made, complete a C-12 and place it in a designated "F" pouch. The dispatch number should be the next sequential number of the normal series. All relevant information would be recorded on Tag(s) 116.

352.3 AV-7 Delivery Bills

Complete AV-7 delivery bills in the normal manner.

352.4 Standard Operating Plan

Each exchange office must establish standard operating procedures and outline their commitment on a separate line in Exhibits 39, 40 and 41 of their operating plan. In establishing these procedures, it should be kept in mind that *all* International Priority Airmail received by the locally established latest acceptance time

must receive same day dispatch. This assumes that transportation is available to a given destination, but in any case, no later than the first available Day 1 dispatch.

360 Transportation and Routing

361 General

In selecting transportation and making routing decisions, TMSCs should be cognizant of the goals of the International Priority Airmail service.

362 Flight Selection

In selecting international flights or (intra-line transfers from a domestic to international flight), the selections will basically parallel the existing dispatches. However, use direct foreign flag service which will depart on Day 0 and for which there is no alternate American flag service, either direct, intraline or established interline transfer, subject to the following conditions:

- a) Any carriers listed in Part II, Authorized Foreign Flag Carriers, of the International Airmail Broadcast are approved for this mail regardless of listed restrictions for mail class or segments.
- b) The dispatch reports must clearly state that these routings are only to be used for dispatches containing International Priority Airmail.

363 Routing Direct Sacks

Direct sacks made up to a foreign destination and for which originating international transportation (direct or intraline) is not available (this encompasses *all* direct sacks from nonexchange office cities) are normally routed to the gateway exchange office which has responsibility for the particular geographic area. However, in establishing a routing, the TMSC should examine alternatives which have the potential of advancing mail. For example, a direct sack(s) for Frankfurt which originates in Indianapolis, IN would, under this program, normally be routed to New York-JFK (the gateway with the assigned geographic responsibility). However, by routing through Chicago (ORD), and depending upon the window of availability at origin and available domestic transportation, the mail might be advanced a day. In this circumstance, select the routing which provides the best service.

364 Dispatch by a Nonexchange Office

Nonexchange office cities *must not* route the mail (except true residue) to their normal exchange office unless it is determined that the most advantageous international transportation originates there as opposed to the gateway (or other) exchange office.

365 IA Dispatch Report

Routings on the domestic system from one exchange office to another or from a nonexchange office acceptance post office to an exchange office should be reflected in the "IA" (International Airmail) dispatch report. Note: This report will have to be created for nonexchange office post offices. Target the transportation currently selected for Same Day Express Mail (mail class "S"). If transportation is needed and available, but not currently schemed for "S" mail, add it.

366 ACT Tags

Dispatching units must staple an "S" mail class ACT tag over the destination information of Tag 116 of blue sacks (do *not* use the adhesive) or affix an "S" ACT tag to the placard of orange sacks before entering into the system. The receiving office will remove all ACT tags before tendering to the international carrier.

367 Equipment

Each office will be responsible for providing necessary sacks and tags to the mailers it serves. This will necessitate keeping an adequate supply on hand. The applicable tag for International Priority Airmail is Tag 116-W. It is ordered on Form 1957-A, *International Airmail Tag Request*. The responsible international exchange office must provide guidance on submission of the form, as well as short-term new requirements for nonexchange office post offices. Tag 115 is ordered from the supply centers. Obtain blue international airmail sacks through the Mail Transport Equipment (MTE) coordinator. The No. 1 sack is the preferred sack. If nylon sacks are not available, the blue woven polypropylene sacks can be used.

Mail Acceptance and Verification Procedures

410 General

This chapter will describe the mail acceptance and postage verification procedures of each AMF or other designated installation.

Acceptance procedures must be adhered to for all International Priority Airmail mailings to ensure that the quantity claimed by the mailer on the mailing statement is correct, that proper postage has been paid and the mail piece has been examined for classification and mailability.

Managers of all acceptance facilities must ensure uniform enforcement of mail makeup requirements for International Priority Airmail. Managers must not make any exceptions to the mail preparation requirements specified in IMM 284 and these guidelines.

420 Acceptance Unit Responsibilities

421 Contents and Makeup Verification

The acceptance unit(s) at the AMF or other designated installation will be responsible for performing the following tasks:

- a) Check the contents of each mailing to ensure it is limited to LC and AO mail as defined in IMM 141.2. Merchandise or printed matter items prepared or paid at the parcel post rates of postage, and items addressed for delivery in Canada are not admissible as International Priority Airmail. Nonmailable IPA pieces must be returned to the mailer.
- b) Ensure that the mailpieces conform to the size and weight requirements specified in IMM 223 and 233 for LC mail and IMM 243, 253 and 263 for AO items.
- c) Check mailer compliance with the sorting, facing, packaging, labeling, and sacking requirements as specified in these guidelines.

422 Corrective Action

Do not accept mail if it does not meet the makeup and sacking requirements specified in these guidelines and IMM 284. Postal employees are not authorized to make corrections for the mailer. However, they must explain the makeup requirements to the mailer.

423 Customer Notification

The postmaster or his designee must notify the mailer promptly by telephone if the mailing is not prepared in a manner acceptable to qualify for the International Priority Airmail rate. The mailer will be given one of two options listed below for the disposition of disqualified mail:

- a) Option 1: The mailer may rework the mail so it does qualify for the International Priority Airmail rate. This option requires the mailer to pick up the mailing at the acceptance unit. The postmaster may authorize the mailer to correct the mailing at the post office if space is available and errors can be easily corrected.
- b) Option 2: The mailer may withdraw the mail. If this option is selected, the entire mailing is no longer an International Priority Airmail mailing. If it is remailed, the entire mailing will be subject to the appropriate international single LC or AO rate and the size, weight, and preparation requirements specified in the IMM.

430 Postage Verification

PS Form 3652, *Statement of Mailing-International Priority Airmail*, is a four-part form to be used exclusively for International Priority Airmail (see Exhibit 430). A completed form 3652 must be presented with each mailing at the entry post office. All applicable sections of Part A of the form must be completed by the mailer or mailing agent. Part B is to be completed by the acceptance unit. No other mailing statement is authorized for this purpose. Following is a list of items which must be checked and verified on the mailing statement.

1. Sack Count

An acceptance employee should make a physical count to verify the number of International Priority Airmail sacks that are being entered by a particular mailer.

2. Mailing Weight

To determine the weight of the mailing an acceptance clerk should use the following formula:

- a) The *Total (Gross) Weight* in pounds is determined by the weight of each sack.
- b) The aggregate *Tare Weight* is calculated by multiplying the total number of sacks times 0.75 pounds per bag.
- c) The *Net Weight* of the mailing in pounds is then determined by subtracting the *Tare Weight* from the *Total (Gross) Weight*. Round any fraction of a pound to the next higher pound.

3. Verification of Number of Pieces

If the net weight of the mailing is less than 10 pounds, an acceptance employee should verify that the number of pieces is 200 or more.

440 Postage Calculation

Multiply the Net Weight (in pounds) by \$6.80 per pound.

450 Postage Discrepancy

The mailer must be promptly notified by telephone of any postage calculation error on Form 3652 in order that the postage charges may be adjusted before the mail is dispatched.

451 Postage Error on Permit Imprint Mail

The acceptance employee must verify by telephone that the mailer has sufficient funds on account to cover the corrected postage amount. If the mailer has insufficient funds on account, notify the mailer by telephone of the additional postage due. The mailer is required to pay the additional postage prior to dispatch of the mail. Annotate Form 3652 to reflect the correct postage amount. Document phone call to mailer.

452 Postage Error on Postage Metered or Postage Stamp Mail

Notify the mailer by telephone of the additional postage due. The mailer is required to pay the deficient postage prior to dispatch of the mail. Payment can be made in the form of meter stamps or postage stamps affixed to a separate sheet of paper and canceled. Attach the payment sheet to Form 3652 and annotate it to reflect the additional postage collected. Document phone call to mailer.

U.S. POSTAL SERVICE STATEMENT OF MAILING — INTERNATIONAL PRIORITY AIRMAIL	See Instructions on reverse side.	PRESS HARD YOU ARE MAKING 4 COPIES	USPS USE ONLY
---	--------------------------------------	--	---------------

PART A — TO BE COMPLETED BY MAILER/MAILING AGENT

1. Origin ZIP Code—Permit/Customer I.D. No. <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	2. Fed'l Agency Code Number <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	3. Post Office of Mailing <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	4. Mailing Date Mo. Day Yr. <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
5. Method of Payment → <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Postage Meter <input type="checkbox"/> Postage Stamps	6. Customer Seq. No. (Optional) <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	7. No. of Sacks <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	8. No. of Pieces <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
9. Name and Address of Mailer (Street, City, State and ZIP Code) <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		10. Name and Address of Mailing Agent (If applicable) (Street, City, State and ZIP Code) <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	
11. Telephone Number of Mailer (Include area code) ()		12. Tel. No. of Mailing Agent (If applicable) (Include area code) ()	
13. If Metered or Stamped, affix postage here.			
POSTAGE COMPUTATION			
14. Pounds (Net) <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	15. Rate X	16. Total Postage = \$	17. Signature of Mailer/Agent <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>

PART B — TO BE COMPLETED BY USPS WEIGHING SECTION

18. Post Office/AMF <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	19. ZIP Code <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	20. Date of Receipt Mo. Day Yr. <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	21. Time (2400 Clock) <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
Weight Verification and Postage Computation			
22. Number of Sacks → <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	23. Total Weight (lbs.) <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
	24. <u>Less</u> Tare (lbs.) <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
	25. Net Weight (lbs.) <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
26. Multiply Net Weight by Rate Per Pound \$		27. TOTAL POSTAGE <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	

FOR PERMIT IMPRINT MAILING ONLY

Advance Deposit Balance Verified →	28. Date Mo. Day Yr. <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	29. Finance Office Telephone Number (Include area code) ()
I certify that this mailing has been verified as indicated above, and that the mailer has sufficient funds on deposit at the postal installation where the advanced deposit account is maintained.		(Post Office/AMF Stamp)
30. Signature of Verifying Employee <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		

PS Form 3652, Dec. 1986

Willful Entry of false, fictitious or fraudulent statements or representations hereon punishable by fine up to \$10,000 or imprisonment up to 5 years, or both (18 USC 1001).

Copy 1 — Finance Office

460 **Form 3607, Weighing and Dispatch Certificate**

For permit imprint mail only, after the mailing statement has been verified, the acceptance employee must initiate a Form 3607, *Weighing and Dispatch Certificate*, to accompany the mailing to mail processing (see Exhibit 460). (Form 3607 will be revised to reflect Form 3652, *Statement of Mailing-International Priority Airmail*. In the interim, use current Form 3607, Mar. 1985). Complete all sections of Form 3607, except sections titled "Tare Weight" and "Results of Presort Verification." In section titled "Total Postage," insert a block to reflect Form 3652. Mail processing personnel must sign the Form 3607 and send it to the accounting unit. Refer to the F-1, *Financial Handbook for Post Offices*, section 523.25. The accounting unit will compare postage value on Form 3607 with postage value on Form 3652. When a difference occurs, match forms to determine whether mail processed been paid for. Differences or incomplete sets must be resolved.

470 **Disposition of Form 3652**

Upon completion of the verification process, the AMF or other designated acceptance unit must postmark all copies of Form 3652 and distribute the copies as follows:

- a) *Copy 1* (Finance Office) must be sent to the post office where the mailer's advance deposit account is maintained. When postage for a mailing is paid by advance deposit, Copy 1 of Form 3652 is retained and filed in the finance or accounting section for reconciliation of accounts. When postage for the mailing is paid by postage meter, postage stamps, or penalty mail permit imprint, Copy 1 of Form 3652 is retained and filed in the accounting offices or other designated office in the same manner as Form 3602PCs, *Statement of Mailing-Bulk Rates*. The file retention period is 4 years.
- b) *Copy 2* (Weighing Section) is an extra copy when the office of mailing and acceptance are the same. Copy 2 may

be discarded when the mailing office and acceptance office is the same. If the mailing office and acceptance office are different (i.e., AMF or other designated office), Copy 2 must be retained at the weigh section or other designated office of the AMF or entry/acceptance post office. The file retention period is 2 months.

- c) *Copy 3* (EMRS Revenue/Volume Data Entry) is to be sent to the EMRS Data Entry Site for the entry/acceptance post office. The file retention period is 2 months.
- d) *Copy 4* (Mailer or Mailing Agent) is retained by the mailer or mailing agent at the time the International Priority Air-mail shipment is tendered to the Postal Service.

U.S. POSTAL SERVICE WEIGHING AND DISPATCH CERTIFICATE									
Station or Unit					Mailing Statement Sequence No.		Permit No. <input type="checkbox"/> (Check here if company permit)		
FINANCE NO.		ZIP CODE		Name of Permit Holder			Names of Individual or Organization for which mailing was prepared.		
<input type="checkbox"/> LETTER SIZE - All mail normally processed through letter cases. <input type="checkbox"/> FLATS - All mail normally processed through flat cases. <input type="checkbox"/> OTHER MAIL - Not normally distributed in letter or flat cases.							RCA OFFICE ONLY		
NUMBER OF Sacks Trays Pallets Other Containers				Class		Weight of a single piece		NUMBER OF Total Pieces Total Pounds	

<p style="text-align: center;">TARE WEIGHT</p> <p>A A1 Pieces declared by mailer _____ lbs.</p> <p>A2 USPS Piece weight _____ lbs.</p> <p>A3 Weight, per mailer's piece count (A1 x A2) _____ lbs.</p> <p>B B1 USPS total weight _____ lbs.</p> <p>B2 TARE (sum of sack weights) _____ lbs.</p> <p>B3 Correction factor _____ lbs.</p> <p>B4 B2 x B3 _____ lbs.</p> <p>B5 Weight, verified minimum (B1 - B4) _____ lbs.</p> <p>A3 must be at least as large as B5. If it is not, the mail should not be accepted unless postage is paid for our best estimate of weight (B1 - B2). Of course, give the mailer the opportunity to look over our figures to determine if an error has been made.</p> <p>C <input type="checkbox"/> A3 is less than B5. Postage is to be computed on weight equal to B1 minus B2.</p> <p style="text-align: right;">B1 = _____ lbs.</p> <p style="text-align: right;">B2 = _____ lbs.</p> <p style="text-align: right;">C1 Estimated weight = _____ lbs.</p> <p>D <input type="checkbox"/> Mail accepted in accordance with 145.8, DMM, weighing not required.</p>		<p>Results of Presort Verification</p> <p>Detection (Form 2866) _____ %</p> <p>In-Depth (Form 2866) _____ %</p> <p>SACK/TRAY LABEL (For mailings with 0% error)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Remarks</p>	
--	--	--	--

TOTAL POSTAGE \$ _____	
(Check applicable boxes for corresponding mailing statement) <input type="checkbox"/> Form 3602 <input type="checkbox"/> Form 3602 PC <input type="checkbox"/> Form 3605 <input type="checkbox"/> Form 3652	
Date and Time Released to Mail Processing <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 150px; height: 100px; text-align: center; vertical-align: middle;">Round Stamp (Required)</div> <div style="border: 1px solid black; width: 100px; height: 100px; text-align: center; vertical-align: middle;"> Time A.M. P.M. </div> </div>	Date and Time Accepted by Mail Processing <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 150px; height: 100px; text-align: center; vertical-align: middle;">(Date)</div> <div style="border: 1px solid black; width: 100px; height: 100px; text-align: center; vertical-align: middle;"> Time A.M. P.M. </div> </div>
Signature of Weigher	Received for Processing by

UNIVERSITY OF ILLINOIS-URBANA



3 0112 105132812

